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16 MAY 1972

MEMORANDUM FOR: Director of Research and Development  
THROUGH: Special Panel, ORD  
SUBJECT: Recommendation for Promotion -  
25X1A9a [REDACTED]

25X1A9a

1. It is recommended that [REDACTED] be promoted from GS-6, step 4, to GS-7, step 3. She is currently assigned to a GS-7 slot in the Radio Physics Division/ORD.

25X1A9a

2. [REDACTED] entered on duty with the Agency on 25 June 1967 and was assigned to RP/ORD on 7 August 1967. She has progressed from number three secretary to number two secretary, and since 16 March 1970 she has been the senior secretary in RP/ORD.

25X1A9a 3. [REDACTED] is highly competent in her technical skills of typing and shorthand. She has supervised one and two other secretaries in an excellent manner, training them to perform efficiently in a no-nonsense fashion. She has done a remarkable job of training the present number two secretary.

25X1A9a [REDACTED] has a very pleasant manner and an excellent attitude toward work in the Division; she is a definite asset to the efficiency and smooth running of the office. She has performed the functions of a GS-7 secretary since March 1970 in a progressively more proficient manner. There is no question in my mind but that she should now be the grade commensurate with the position she has held.

25X1A9a/s/

[REDACTED]  
Chief, Radio Physics Division

SUBJECT: Recommendation for Promotion - [REDACTED]

**RECOMMEND APPROVAL:**

25X1A9a

31 MAY 1972

**Date**

**Chairman, Special Panel, ORD**

**APPROVAL:**

25X1A9a

31 MAY 1972

**Date**

**Director of Research and Development**

**Distribution:**

Orig. & 1 - Addressee  
1 - Special Panel  
1 - C/SS/ORD  
1 - C/RP/ORD

RP/ORD/DD/S&T: [REDACTED] nrp:2700

25X1A9a